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School Committee Minutes 02/09/2012

Approved by Arlington School Committee, March 8, 2012

Arlington School Committee
February 9, 2012
6:30 p.m.
Arlington High School
School Committee Room – Sixth Floor
869 Massachusetts Avenue
Arlington, MA 02476

Present: Ms. Cindy Starks, Chair, Dr. Kirsi Allison-Ampe, Vice Chair, Mr. Judson Pierce, Secretary, Mr. Jeff Thielman, Mr. Joseph Curro, Jr., Ms. Leba Heigham, and Mr. William Hayner.

Dr. Kathleen Bodie, Superintendent, Mr. Robert Spiegel, Human Resource Officer, Ms. Diane Johnson, Chief Financial Officer, Ms. Linda Hanson, AEA Representative, Mr. Sam Rivera, and Graham McInnis, Student Representatives and Ms. Karen Fitzgerald, Administrative Assistant

Absent: Dr. Wallis Raemer, Interim Assistant Superintendent, and AAA Representative

Interim Director of Special Education, Kathleen Lockyer arrived for Special Education budget section only

Ms. Johnson exited the meeting at 8:08 and returned at 8:11 p.m.

Ms. Lockyer and Ms. Villano exited the meeting at 8:13 p.m.

Mr. Spiegel exited the meeting at 8:15 and returned 8:16 p.m.

Student representatives exited the meeting at 8:15 p.m.

Ms. Hanson exited the meeting at 9:09 p.m.

Mr. Pierce exited the meeting at 9:47p.m and returned at 9:50 p.m.

Public Participation

Mr. Ian Jackson, echoed Dr. Bodie's comments at the previous meeting in regards to ELL challenges and wanted to remind the School Committee to continue to keep those that are challenged on their minds while preparing the school budget.

Presentation of first draft on FY 13 budget

Dr. Bodie thanked Julie Dunn in helping draft these materials and presented the FY 13 Superintendent's Proposed Budget Overview to the School Committee. The FY 13 Anticipated Revenue increase is about \$1,756,330. Dr. Bodie stated the following as Budget Priorities:

- Maintain level services, which includes step and lanes and other contract increases
- Provide for expanded special education programmatic needs for students and begin implementing building-based team model for support
- Restore administrative capacity district wide in IT, Curriculum, Principal, Assistant Superintendent, Stratton Principal, Human Resource Officer, and Curriculum leader in Math
- Anticipated potential budgetary impact of contract negotiations
- Provide part-time and full-time teaching staff reserve to address enrollment increases

Dr. Bodie also proposed the following increases in Special Education:

- *Peirce School K-1 Inclusion TA*
- *Ottoson 6th and 7th grade expansion*
- *Speech Therapists*
- *Occupational Therapists*
- *Social Workers at each elementary school*
- *Team Chair*
- *Full time Director*

Dr. Bodie and Ms. Johnson proposed district wide increases to include:

- *Database Administrator and Desk Top Support for IT and a benefits clerk along with the priorities already suggested.*

Ms. Johnson provided the School Committee members with a Summary of Revenue changes from the current FY 12 Budget to the FY 13 Proposed Revenues. The revenues show an increase of 3.6%. Ms. Johnson reviewed the Funding Summary on ARRA Stimulus, Grants and Revolving Fees and reimbursements. The Summary of Suggested Changes included COLA increase for staff and Traffic Supervisors and the staff increases for FY 13 in Special Education and in the district wide staffing. The reductions to the FY 13 budget listed reducing Special Education TA's, reducing Out of Placement Tuition Reserve and reducing District wide legal services, with a reduction of \$513,138.

Update on FY 12 K fees and their collection

Ms. Diane Johnson reported that all FY 12 Kindergarten fees to date have been collected.

Human Resources

Mr. Spiegel presented the Update on Human Resource Memorandum of Understanding between town and schools.

Mr. Thielman moved that the School Committee direct the Chair and Superintendent to sign the Human Resource Memorandum of Understanding between the Town of Arlington and the Arlington School Committee, seconded by Ms. Heigham.
Voted: 7-0

Update on document request from Mr. Hayner

Mr. Hayner moved to table the update on document request until the committee receives the HE/HF School Committee Negotiations Agents revised policy, seconded by Ms. Heigham.
Voted: 7-0

Math Director job description

Mr. Spiegel presented the Director of Math job description to the full School Committee for approval.

Mr. Thielman moved that the School Committee adopt the Director of Math job description presented and direct the Superintendent and the Human Resource Office to collaborate correct proper language of Math Director's job description according to the committee's discussion, seconded by Ms. Heigham.
Voted: 7-0
The committee suggested editing the Director of Math job description to including technology language.

Dr. Bodie asked the School Committee to approve her recommendation to include the position of Stratton Principal and Math Director in the FY 13 Budget.

Mr. Curro moved to include the position of the Stratton School Principal and the position of Director of Math into the FY 13 Budget, seconded by Ms. Heigham.
Voted: 7-0

Special Education Extended Year Services Coordinator job description

Ms. Lori Villani, Special Education explained the position of the summer coordinator.

Mr. Curro moved to approve the Special Education Extended Year Services Coordinator Job Description, seconded by Ms. Heigham

Voted: 7-0

Department of Revenue Report Discussion

Dr. Bodie said the Department of Revenue Report can be found on the Town website. Dr. Bodie reviewed the report and said the Board of Selectmen discussed the report at their last meeting, too.

Dr. Bodie wanted to clarify a discrepancy with the substitute call in hours that was noted in the report as taking three hours a day out of the Budget Analyst's time during the work day. All substitute call work is done three hours per day **outside** of the regular workday, not during the workday.

Other areas of discussion were around the affect of including Payroll and Maintenance Departments into the school budget as well as hosting town offices in a school, without charging rental fees because these departments do not provide student services and should come out of the town budget.

The committee members did not all agree with the DOR report and suggested a Budget meeting to discuss sending a written recommendation to the Town Manager as he has asked for comments to be sent to his office by February 22.

Ms. Heigham had suggested drafting a motion to provide the Town Manager their view of the report but withdrew it. Ms. Starks recommends sending a response to the Town Manager, if the School Committee agrees or disagrees with the report and any of the recommendations.

Mr. Thielman moved to direct the Budget Subcommittee to prepare a statement in reponse to Town and School Financial Anaylysis and requests that the chair, Ms. Starks then inform Town Manager, , seconded by Dr. Allison-Ampe.

Voted: 7-0

Superintendent's Report

Dr. Bodie congratulated Tino D'Agostino Performing Arts Deparment for being recongnized by the Goldin Foundation for "excellence, expertise, and demonstrable achievement in edcuation". Arlington is hosting the award ceremony on April 3, 2012, 7:00 p.m., Town Hall.

Dr. Bodie also announces upcoming Farwell Concert featuring the AHS Madrigal Singers and Honor Orchestra, February 10th, the OMS Select Chorus and AHS Honors Orchestra at the All-State Conference Concert Hour, March 1, 2012 at the Seaport Hotel.

Dr. Bodie would like to acknowledge Daniel MacDonald Meteer and Quentin Stipp and Rebecca Robinson from the Track Teams.

Dr. Bodie informed the committee that the phone lines were down, but were restored as quickly as possible.

Dr. Bodie informed the committee that the Redistricting Committee will be holding March Forums and continue to meet and accomplish the goals of the Redistricting Committee.

Mr. Curro asked if he could be provided with a brief position impact on the NCLB notice, that Arlington received today.

Subcommittee & Liaison Reports

Policies & Procedures

Mr. Judson Pierce presented the following: First Reading, HE/HF School Committee Negotiations Agents

After the first reading the committee had decided to take it back to the Policies and Procedures Subcommittee for additional clarification if the Chief Financial Officer should be an ex officio along with the Superintendent and the Human Resource Officer.

Mr. Hayner moved to remove from the table the update on document requests from Mr. Hayner, seconded by Ms. Heigham.

Voted: 7-0

Mr. Spiegel said it is not common practice to have the School Committee members come into central offices and read personnel files. Mr. Glen Koocher spoke with Ms. Starks and said he would not recommend it either.

The committee members heard that the Superintendent is held responsible of the evaluations of his or her staff and that each School Committee member should provide their own recommendations of these employees without reviewing personnel files. Mr. Hayner pointed out the committee cannot go into executive session to discuss performance of contract. Most of the committee agreed that it is up to the Superintendent to bring a recommendation of a contract forward to the School Committee prior to April

1, and the School Committee can question it and vote it up or down.

Mr. Curro moved to seek opinion of Labor Counsel the proper way to properly handle and legal process to follow on consideration of contracts on senior administrators, seconded by Dr. Allison-Ampe.

Voted: 6-1, Mr. Hayner no

Ms. Heigham asked that the School Committee limit debate on this topic for the night and requested to move on, seconded by Dr. Allison-Ampe.

Voted: 5-2, Mr. Hayner and Mr. Pierce voting No

Due to the non-updated versions of the second read files on the members' desks, Mr. Pierce moved to table until the next regular School Committee meeting the Second Reading of KDBA Public Request for Documents and KDBA-E, and BEC Executive Sessions, seconded by Mr. Curro.

Voted: 7-0

Dr. Allison-Ampe suggested bringing Policy BBBE Unexpired Term Fulfillment to the full School Committee's attention and asked that guidelines be provided around this policy and was not interested what was previously done before. Dr. Allison-Ampe asked the Policies and Procedures Subcommittee to review the policy and bring forth recommendations at the next School Committee meeting.

Mr. Thielman moved to direct Policies and Procedures to review policy BBBE Unexpired Term Fulfillment, seconded by, Dr. Allison-Ampe.

Voted: 6-0-1, Mr. Curro abstained

Budget

Dr. Allison-Ampe informed everyone of the next FY 13 Budget Elementary Parent Forum on Monday, February 13, 2012 starting at 6:30 at the Hardy School.

Community Relations

22 Mill Street recommendation

Ms. Leba Heigham met on February 2, 2012 with Carol Kowalski and considered the process of renting the property at 22 Mill Street instead of selling it, the research will continue and a recommendation will be provided to the School Committee members. The Subcommittee will meet again February 22, 2012 at noon in the School Committee Room.

Assemble of Advisory Committee on Kindergarten Fees

Ms. Heigham asked the public to submit an email of interest to serve on the Advisory Committee on Kindergarten Fees to Karen Fitzgerald, Administrative Assistant to the School Committee by Friday, February 17, 2012.

AHRC reappointment

Ms. Heigham moved to reappoint Christine Carney to the Arlington Human Rights Commission, seconded by Mr. Hayner.

Voted: 6-0 (Mr. Pierce had exited the room)

Chair

Ms. Cindy Starks asked the committee to approve her to sign on to the letter circulated among state legislators for reimbursement for unfunded mandate impacting education budgets.

Mr. Thielman moved for the Chair, Ms. Starks to sign on the letter for reimbursement for unfunded mandate impacting education budgets on transportation costs for non-resident students, seconded by Mr. Hayner.

Voted: 7-0

Consent Agenda

- Approval of Warrant #: 12103 dated January 26, 2012 Total Warrant Amount \$1,130,239.46.
- Approval of School Committee Minutes: None
- Approval of AHS and Community Cultural Trip to Germany, Switzerland & Austria, April 2013, T. D'Agostino, C.

Mr. Curro moved to approve the Consent agenda Approval of Warrant: #: 12103 dated January 26, 2012 Total Warrant Amount \$1,130,239.46. and Approval of AHS and Community Cultural Trip to Germany, Switzerland & Austria, April 2013, T. D'Agostinio, C. Christo, seconded by Ms. Heigham.
Voted: 7-0

Secretary's Report (5 minutes) – Mr. Pierce

Secretary's Report – Correspondence 1/27/12-2/9/12

Save the Date for MASC Day on the Hill 3/27/12.

DOR Town and School Finance Analysis January 2012.

Invitation to Farewell Concert featuring the AHS Madrigal Singers and Honors Orchestra Friday February 10, 2012 at 7pm at the Lowe Auditorium.

Invitation to All State Concert featuring the Ottoson Select Chorus Thursday March 1, 2012 at 1:45pm at the Seaport Hotel/World Trade Center, Boston.

Invitation to All State Concert featuring the AHS Honors Orchestra, Friday March 2, 2012 at 1:10 pm at the Seaport Hotel/World Trade Center, Boston.

Letter from Mr. Ian Jackson, Chair of the Martin Luther King, Jr. Birthday Observance, dated January 19, with a contribution to the Today's Students, Tomorrow's Teachers program.

Letter from Dr. Bodie to Mr. Ian Jackson, Chair of the Martin Luther King, Jr. Birthday Observance, dated January 30, 2012 thanking him for the gift to the Today's Students, Tomorrow's Teachers program.

Letter from Dr. Bodie to Ms. Evelyn Smith DeMille, Executive Secretary for the Elizabeth and George L. Sanborn Foundation, dated January 31, 2012 thanking her for the grant to the anti-tobacco education curriculum grades K-12.

January 23, 2012 Email from Thomas Davison to Ms. Heigham with his intention to serve on the Kindergarten Advisory Committee.

MASC Legislative Bulletin dated January 26, 2012.

January 31, 2012 email informing us of the appointment of a new Town Manager, Mr. Adam Chapdelaine.

Invitation to Take a Tour of Beijing with Mr. Bo Yu on March 7, 2012 from 7-8:30pm in the AHS Media Center.

Email from the Superintendent with information concerning a METCO Bus Accident on February 1, 2012.

Brackett School Newsletter dated February 6, 2012.

Email with a link to the Winchester redistricting plan and its principles.

Several emails with redistricting questions.

Email with information about enrollments in AP classes over the last few years.

School Committee Agenda and Posting for this evening, 2/9/12.

Notice for Elementary Parent Public Forum on FY 13 Budget at Hardy School on 2/13/12 at 6:30pm.

Email from Mr. Curro regarding Mystic River Watershed Association scouting sites around town, including at school properties.

Email with APS Budget Timeline for FY 13 Approved 1/26/2012.

Email with Community Relations Subcommittee Meeting on 2/2/12.

Email with Redistricting Agenda for Tuesday 2/7/12.

Email with Auditor Bump's findings concerning Transportation for Homeless.

Executive Session

Mr. Curro moved to enter Executive Session at 9:55 p.m., to conduct strategy sessions in preparation for negotiations with union and/or nonunion personnel or contract negotiations with union and/or nonunion in which if held in an open meeting may have a detrimental effect and to conduct strategy with respect to collective bargaining or litigation, in which if held in an open meeting may have a detrimental effect, Collective bargaining may also be conducted, to exited only for the purpose of adjournment, seconded by Mr. Hayner.

Roll Call: unanimous

Voted: 7-0

Adjourn

Ms. Heigham moved to adjourn at 10:24 p.m., seconded by Mr. Hayner.

Roll Call: Unanimous

Voted: 7-0

Respectfully submitted by

Karen M. Fitzgerald

Administrative Assistant

Arlington School Committee/jp